HISTORY KEPT (3) YES ☐ NO ☐	**ILLINOIS HIGHWAY INFORMATION SYSTEM** **STRUCTURE INFORMATION AND PROCEDURE MANUAL**	
NBIS REQUIRED (4) YES ☐ NO ☐	ITEM NAME (1)	ITEM NO. (2) PAGE
		EFF. DATE (9)

	ISIS	MMIS
RESPONSIBLE FOR UPDATE	(5)	
STRUCTURES	(6)	
UPDATE SCREENS	(7)	
INQUIRY SCREENS	(8)	

DESCRIPTION AND PURPOSE OF ITEM

(10)

CODE AND SCREEN ENTRY INSTRUCTIONS

(11)

Figure: Data Item Description Page

EXPLANATION OF DATA ITEM DESCRIPTION PAGE

Note: NA means Not Applicable to a particular instance.

Each data item description page is organized as follows (see the figure "Data Item Description Page"):

(1) **ITEM NAME** - Under the heading, center of the page.

(2) **ITEM NUMBER**
    PAGE __ OF __ - Upper right hand corner. The Item Number box usually contains a single number but can contain multiple numbers. Multiple numbers occur when all of the descriptive information is the same for the items listed but a differentiation between (example) "right" and "left" needs to be made. Page __ of __ lists the number of pages containing information for the Item Number(s).

(3) **HISTORY KEPT** - Upper left corner. This indicates whether or not previous values for this item have been kept and are accessible in a historical file. For example, history is kept for each inspection record by the Inspection Date. However, some items (such as Item 8A "Structure Number") are marked as "History Kept" due to the nature of the data item. Since the structure number should never change, it is considered as having history.

(4) **NBIS REQUIRED** - Upper left corner, under "History Kept." This indicates whether or not this item is required as outlined in the Federal Highway Administration's The Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges - December 1995.

(5) **RESPONSIBLE FOR UPDATE** - This indicates the IDOT Bureau that has been given the responsibility for keeping the value of the data item current. For the Illinois Structure Information System, (ISIS), the following bureaus have designated responsibilities:

- Central Bureau of Planning - Central Office, Bureau of Urban Program Planning
     Data Management Unit

- Central Bureau of Bridges - Central Office, Bureau of Bridges & Structures
     (Now includes both State and Local structure responsibility)

- Central Office Traffic - Central Office, Bureau of Operations

- District Program Development - Districts 1-9, Bureau of Planning, Program
     Development

- District Local Roads - Districts 1-9, Bureau of Local Roads and Streets

- Computer Generated - Not a bureau or district responsibility. This value is generated by computer from other data items. For example, Sufficiency Rating is generated by computer through a complex formula that includes values of many data items.

For the Maintenance Management and Information System (MMIS), the following bureaus have designated responsibilities:

- Central Bureau Bridges - Central Office, Bridge MaintenanceUnit,
     Bureau of Bridges and Structures.

- District Maintenance - District 1 only, Bureau of Maintenance. (Can also be known as Operations in other districts.)

- District Operations - Districts 2 thru 9, District Bureau of Operations

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NOTICE

For purposes related to this manual, effective with the printing of the 1994 revisions, the following IDOT areas of responsibility had been reorganized and/or have changed names.

Cent Loc Rds -   All functions were organized under Central Bureau of Bridges & Structures, Local Bridge Unit

Dist Plan -   Reorganized under the name of District Program Development

Cent Maint -   All functions now organized under Central Bureau of Bridges & Structures, Bridge Maintenance Unit

Dist Maint -   Reorganized as District Bureau of Operations with the exception of District One which remains unchanged.

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(6)   **STRUCTURES -** This indicates the class of structures for which the update responsibility listed above pertains. For the purpose of this system, there are only two classes of structures:

- **STATE** - Those structures for which the Bureau of Maintenance has accepted responsibility for the update of some of the data items. This responsibility is indicated by Item 22A - Reporting Agency. If that item has been coded = "1," then updates to the data can be made via the MMI system. Structures having any other value coded for Item 22A <u>can</u> <u>not</u> be updated through MMIS.

- **LOCAL** - Those structures that are not classified as "State". Item 22A   will contain a coded value of 2 through 9 that is the sole determining factor in setting the class. Updates to data in this class are made through ISIS.

(7)   **UPDATE SCREENS** - Each bureau with update responsibility has a unique set of computer screens on which to enter data directly into the system. This area (7) will advise the user (named in the (5) "Responsible for Update" area) as to the unique screen number* and screen name that the user will access from the system's Update Menu to make their updates.

(8)   **INQUIRY SCREENS** - Both ISIS and MMIS have screens unique to their respective systems to allow all users the ability to view data within those systems. This area (8) will advise the user of the unique screen number* and screen name that the user will access from the system's Inquiry Menu in order to view structure data or print standard reports.

(9)   **EFFECTIVE DATE** - This is the date that the data item and all that pertains to it becomes effective. Revisions will establish a new effective date.

(10)   **DESCRIPTION AND PURPOSE OF ITEM** - A description of the data item is provided here. The purpose for the item is oftentimes also included here to project a better understanding of the item.

(11)   **CODE AND SCREEN ENTRY INSTRUCTIONS** - This area lists codes to be used and gives complete instructions for entering data into the update screens. It also gives examples to illustrate correct codes and procedures. The area (11) additionally serves as a decoding mechanism for certain items that are shown on the inquiry screens in coded values.

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*   Usually, the screen reference will appear as "(2) GENERAL INVENTORY 1." However, it may appear as "(9/10) KEY ROUTE ON / UNDER." This means that the data item's descriptive information is the same for both screens 9 & 10, but it is important that a value be entered or viewed on the screen that represents the <u>on</u> (screen 9) or <u>under</u> (screen 10) situation.